Hi!

Below are the steps to grant Clearstone access to your Facebook ad account.

**1. Click this link,** [**Ad Account Settings**](https://www.facebook.com/ads/manager/account/settings)**, to open your Facebook Ads Manager. You may be asked to re-enter your Email or Phone Number and Password.**

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**2. Once your Facebook Ads Manager has loaded, copy your Facebook Ad Account ID.**



**3. Send your Facebook Ad Account ID to us at Clearstone. We will then send a request to manage your Facebook ad account. Once we have requested access to your account, you will get a notification on Facebook (and also an email).**

**4. Log into your personal Facebook account and click the Notifications icon. Then click “Clearstone has requested access to your ad account” notification in the drop-down menu.**

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**Or, click the link in your email to open your Facebook Ads Manager.**

**5. In the “Ad Account Roles” section of your "Ad Accounts" page, click “Respond to Request”.**

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**6. In the pop-up window, click the “Give Clearstone access to my AdAccount” button.**

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**7. Clearstone will then have access to manage your Facebook ad account.**

**IF you cannot locate the request in your notifications center or your email, here is another way to locate the access through your personal page:**

1. **Login to Facebook**
2. **Click on the dropdown Located in your Upper Right Hand Corner:**



1. **Click on Your Ad Account**
2. **Go to Settings Gearbox in your upper right hand Corner Pictured Below:**

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1. **In the “Ad Account Roles” section of your "Ad Accounts" page, click “Respond to Request”.**

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1. **In the pop-up window, click the “Give Clearstone access to my AdAccount” button.**

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If you have any questions, please let me know.

Thank you,